



## **Property Tax Associate**

The Property Tax Administrator role supports the real property tax function within the Company. This role is well suited for a person with familiarity with real property tax concepts and lease interpretation experience that is looking for an opportunity for professional growth in the context of a large diverse portfolio of retail net lease assets.

### **What you will do:**

- Manage communication, and coordination with third party tax consultant, including:
  - On/Off boarding of acquisitions and dispositions
  - Coordination for overpayments and refunds
  - Review and confirm status of paid tax bills in monthly tax reports
  - Ensure continued accuracy of information in PropertyPoint software database
  - Review and administer timely distribution of Owner's mail
  - Transmit all tax bills and assessment notices received internally
- Review and approve weekly tax bill payment reports and evaluate leakage amounts
- Coordinates funding of weekly property tax payments with internal Accounting Team
- Manage communication of tax bill address changes with tenants and taxing authorities
- Ensure timely delivery of tax bills and assessment notices to tenants
- Pursue unpaid tenant direct pay tax obligation
- Assist with preparation and filing of property tax compliance forms
- Work collaboratively with tenants, internal departments, and third-party tax consultant to resolve tax payment and parcel related issues
- Other duties as assigned

### **Who you are:**

- Minimum of one to three years of real estate property tax experience
- Bachelor's degree preferred
- Experience working with leases and interpreting commercial real estate tax language
- Experience working with tax specialized software preferred
- Experience with analyzing property values
- Extremely organized with strong attention to detail and ownership mentality
- Excellent communication (written and verbal), organizational and project management skills
- Comfortable working in a fast-paced environment, managing multiple deadlines
- Strong work ethic, flexibility to work independently and in a team environment
- Self-motivated, results and efficiency driven
- Proficient in Microsoft Office products, including SharePoint

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants.



We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week and a well-stocked café and coffee bar
- Onsite fully equipped gym and locker rooms
- Ongoing professional development opportunities

Our team feels at home working in our brand-new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, outdoor balcony, and open-area collaboration workspaces. Our Culture Committee creates opportunities for team members to connect through fitness classes, volunteering, events, and dedicated groups, like our Women's Insight Network.

To apply for the role, please visit: <https://airtable.com/shr1p8mNYNEZTx1U1>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*